FilmL.A., Inc.
1201 W. 5th Street, Suite T-800
Los Angeles, CA 90017
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

## Summary Information

**Permit No:** F00058876-A **Type of Permit:** FILMING **Release Date:** 11/27/2012

**Production Company** UNIVERSAL NETWORK TELEVISION LLC

**Insured Company Name** UNIVERSAL NETWORK TELEVISION LLC

Contact Phone No. 1 818-777-1000
Contact Phone No. 2
Fax 310-969-1100
Address 100 UNIVERSAL CITY PLAZA, BLDG 1320/PH 1
UNIVERSAL CITY, California 91608

**Production Title** THE OFFICE #9013

**Type of Production** TV Sitcom

**Producer** Steve Burgess

**Director** Kelly Cantley

**1st AD** Rusty Mahmood

**Production Manager** Meredith Zamsky

**FilmL.A. Coordinator** Tim Overbeck

**Location Manager** Kyle Alexander
Primary Phone Mobile - 310-909-9064
Secondary Phone Office - 818-786-6666

**Location Assistant** Kyle Alexander
Primary Phone Mobile - 310-909-9064
Secondary Phone Office - 818-786-6666

## Fees

| | |
|---|---|
| Notification Charge $415.00 | **Total Permit Fee** $515.00 |
| FILMLA FILM PERMIT RIDER FEE $100.00 | **Number of Locations** 2 |

NOT A PERMIT

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## Summary Information

## Location



| | | | |
|---|---|---|---|
| **Permit Number** | F00058876-A | **Location Manager** | Kyle Alexander |
| **Production Company** | UNIVERSAL NETWORK TELEVISION L... | Primary Phone | Mobile - 310-909-9064 |
| **Insured Company** | UNIVERSAL NETWORK TELEVISION L... | Secondary Phone | Office - 818-786-6666 |
| **Production Title** | THE OFFICE #9013 | | |

**Location Address** 1701 Colorado Blvd, Los Angeles, CA, 90041

**Location Type** Business

**Film Dates** 11/28/2012 - 11/28/2012 05:00 - 22:00 1 day

**Open or Closed to the Public** Closed

**Generic Conditions**
All Vehicles must be parked legally.
Community Survey Obtained
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with merchant activity
No stopping or setting up in front of merchants or residents without prior approval
Number of uniformed officers listed on the permit is a minimum requirement. Permittee remains responsible for deploying a sufficient number of uniformed officers to provide traffic and crowd control to ensure the safety of the film crew and the public.
Traffic control must be done in accordance w/MUTCD
Traffic Officers Required
Uniformed officers shall have a copy of the film permit in their possession and are required to confirm that all traffic control signage devices are in place.

**Please see attached documents**
58876 - Colorado btw Vincent & LA Roda NS Curb THE OFFICE.pdf
58876 - Colorado btw Vincent & LA Roda NS Curb+1 THE OFFICE.pdf
58876-A - 2002 MERTON - WALK THROUGH.pdf

**Equipment on Location**

| Type | Quantity |
|---|---|
| 5 or 10 ton trucks | 5 |
| Camera cars | 2 |
| Cast/Crew vehicles | 75 |
| Cube Trucks | 5 |
| Generator | 1 |
| Honey Wagons | 1 |
| Motor Homes | 2 |
| Picture vehicles | 2 |
| Semi Trucks | 4 |
| Stakebed Trucks | 4 |
| Trailers | 2 |
| Vans | 2 |

**Personnel on Location**

| Type | Quantity |
|---|---|
| Cast | 10 |
| Crew | 75 |
| Off-Duty/Retired LAPD Officer(s) | 2 |
| Spot Check | 1 |

**Filming Activities** Interior/exterior dialogue; walk & talks; drive ups, bys, aways, car to car, insert car and camera car with truck in tow; Camera/equipment on property, sidewalk, across the street and/or in street; ITC & IPC;

**Jurisdiction** **Political:** Los Angeles City - Council District 14 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

**Thomas Guide** **Page:** 565 **Grid:** B5

**Approvals**

| | |
|---|---|
| FILMLA. CLOSURES | Joshua Mingo |
| LOS ANGELES CITY DEPARTMENT OF PUBLIC WORKS | Janice Takimoto |

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## Summary Information — Location



| | | | |
|---|---|---|---|
| **Permit Number** | F00058876-A | **Location Manager** | Kyle Alexander |
| **Production Company** | UNIVERSAL NETWORK TELEVISION L... | Primary Phone | Mobile - 310-909-9064 |
| **Insured Company** | UNIVERSAL NETWORK TELEVISION L... | Secondary Phone | Office - 818-786-6666 |
| **Production Title** | THE OFFICE #9013 | | |

LOS ANGELES POLICE DEPARTMENT — Mark Buck

**Coordinator Note** RIDER A -
* RELEASES LOCATION
* COLLECTS FEES

**Coordinator Note** SPOT CHECK OK FOR BASE CAMP PER FIRE WALK THROUGH.

**Parking**

**Base Camp**
Location Type : Other Location
2002 Merton Ave, Los Angeles, CA, 90041

**Crew Parking**
Location Type : Filming Location

**Parking Notes**
crew @ 2700 Colorado Blvd.

**Posting "No Parking" signs** ***CANCELED***
N/S COLORADO BLVD., VINCENT AVE.,- LA RODA AVE.
W/S MT, ROYAL DR., COLORADO BLVD.,- NORTH 200'FT
***CANCELED***

**Approximate Footage** County Parking **Log Number** ***CANCELED***

**Date(s)** 11/28/2012 to 11/28/2012 **Time(s)** 00:00 to 00:00

**Lane / Full Closure** CURB LANE CLOSURE:
N/S COLORADO BLVD., VINCENT AVE. - LA RODA AVE.

**Approximate Footage** 0 - 300

**Date(s)** 11/28/2012 to 11/28/2012 **Time(s)** 06:00 to 22:00

**Lane / Full Closure** CURBLANE AND 1 ADJACENT TRAFFIC LANE CLOSURE:
N/S COLORADO BLVD., VINCENT AVE. - LA RODA AVE.

**Approximate Footage** 0 - 300

**Date(s)** 11/28/2012 to 11/28/2012 **Time(s)** 09:00 to 15:00

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## Summary Information

## Location



| | | | |
|---|---|---|---|
| **Permit Number** | F00058876-A | **Location Manager** | Kyle Alexander |
| **Production Company** | UNIVERSAL NETWORK TELEVISION L... | Primary Phone | Mobile - 310-909-9064 |
| **Insured Company** | UNIVERSAL NETWORK TELEVISION L... | Secondary Phone | Office - 818-786-6666 |
| **Production Title** | THE OFFICE #9013 | | |

**Location Address** 255 S Santa Fe Ave, Los Angeles, CA, 90013

**Location Type** Business

**Film Dates** 11/30/2012 - 11/30/2012 07:00 - 22:00 1 day

**Open or Closed to the Public** Open

**Generic Conditions**
All Vehicles must be parked legally.
Must comply with attached conditions
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with merchant activity
No interference with vehicular or pedestrian traffic
No stopping and setting up in residential areas before 7am or after 10pm without prior approval
No stopping or setting up in front of merchants or residents without prior approval

**Please see attached document** Arts District Guidelines Revised April 29 2009.pdf

**Equipment on Location**

| Type | Quantity |
|---|---|
| Cast/Crew vehicles | 2 |
| Condors | 1 |
| Vans | 2 |

**Personnel on Location**

| Type | Quantity |
|---|---|
| Cast | 2 |
| Crew | 13 |
| Spot Check | 1 |

**Filming Activities** Exterior establishing shots; Camera/equipment on sidewalk, across the street, and in street; condor;

**Jurisdiction** **Political:** Los Angeles City - Council District 14 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

**Thomas Guide** **Page:** 634 **Grid:** H4

**Approvals** LOS ANGELES POLICE DEPARTMENT Sam Park

**Coordinator Note**
RIDER A -
* RELEASES LOCATION
* COLLECTS FEES

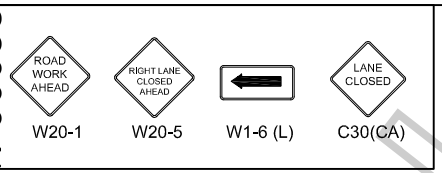
**Parking**

**Base Camp**
Location Type : Filming Location

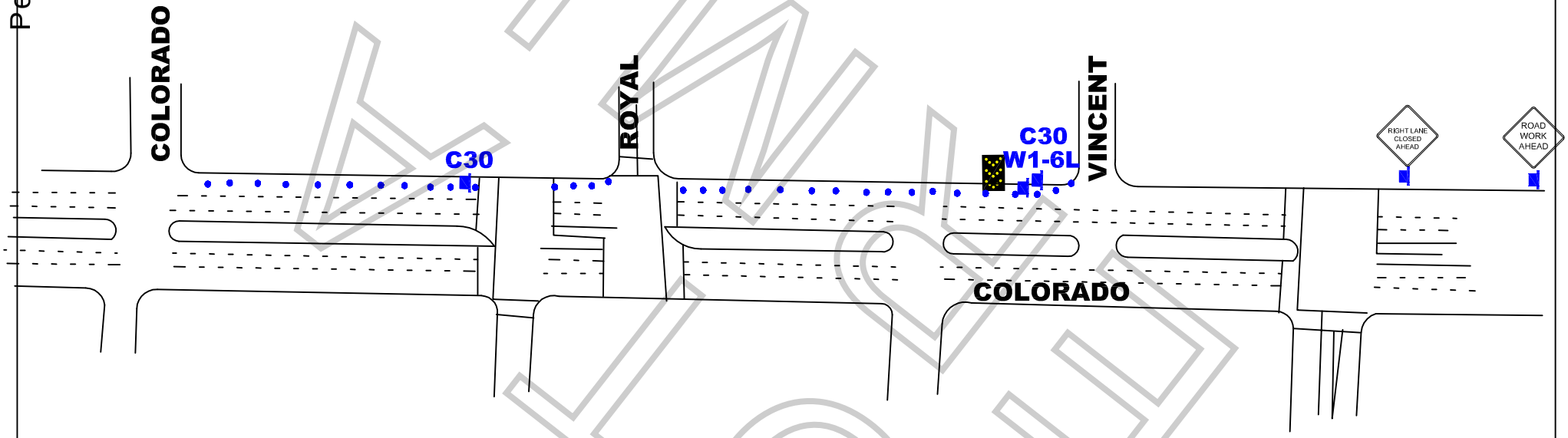
**Crew Parking**
Location Type : Filming Location

NOT A PERMIT

Permit #F00058876-A




FILM L.A.:
TIM OVERBECK




ALL TRAFFIC CONTROL WILL BE INSTALLED AND CONFORM TO THE MUTCD AND WATCH MINIMUM REQUIREMENTS

## WORK ZONE TRAFFIC CONTROL PLAN GENERAL NOTES

1. DATE/TIME: 11-28-12 FROM 06:00 HOURS TO 22:00 HOURS.
2. ALL SIGNING, STRIPING, AND TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE (CURRENT) STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) STANDARD PLANS AND STANDARD SPECIFICATIONS, CALIFORNIA MUTCD, AND ANY ADDENDUMS THERETO, AND AS SHOWN ON THESE PLANS, SYMBOLS AND ABBREVIATIONS USED ARE SHOWN ON CALTRANS STANDARD PLANS A10A&B, A20A-D, AND A24A-E.
3. THERE WILL BE NO INTERFERENCE WITH TRAFFIC SIGNALS OR CROSSWALKS.
4. CONES WILL BE 28" MINIMUM HEIGHT AND HAVE REFLECTORIZED SLEEVES FOR NIGHT WORK.
5. POLICE WILL DIRECT TRAFFIC IF NECESSARY.

JCL BARRICADE COMPANY.
2334 E. EIGHTH ST., CA 90021
Ph: (213) 622-9775 * Fax: (213) 622-9790
CA Lic # 805357
TRAFFIC PLAN DRAWN BY:
ISMAEL RODRIGUEZ
Traffic control plan is drawn per MUTCD & 2009 Work Area Traffic Control Handbook

TRAFFIC CONTROL FOR:
THE OFFICE

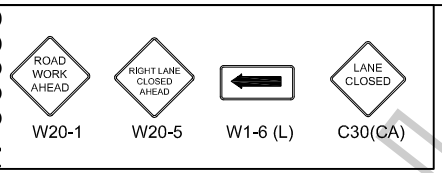
PROJECT LOCATION:
COLORADO
FROM VINCENT TO LA RODA
CITY OF LOS ANGELES, CA

LOCATION CONTACT:
JESSICA LOEB
OFFICE # 818.347.9929

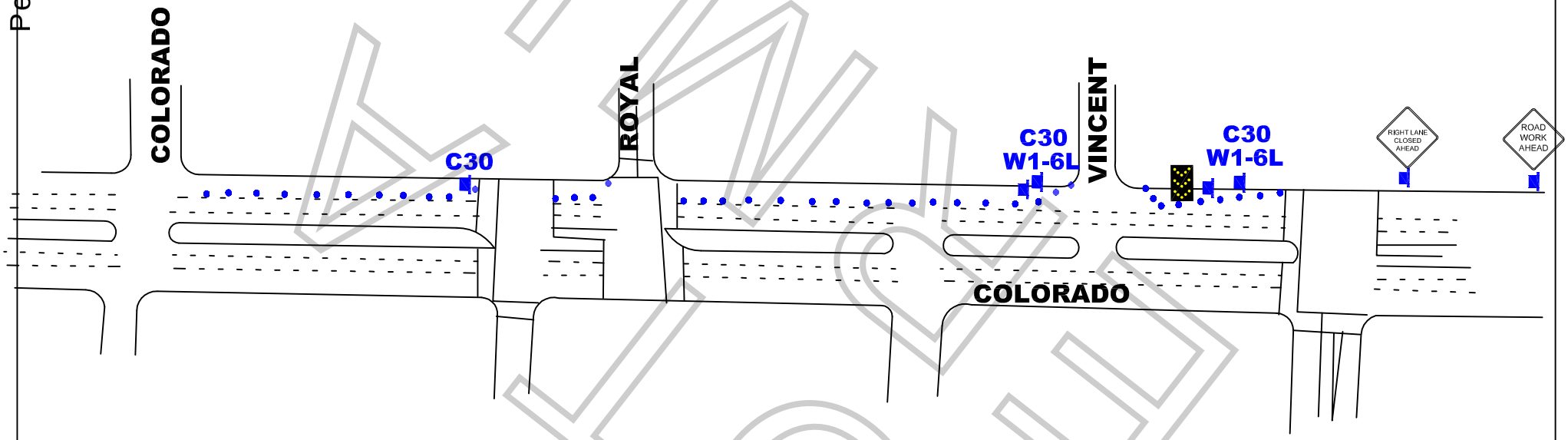
| REV# | DATE | REVISION DESCRIPTION |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

FINAL

Permit #F00058876-A




FILM L.A.:
TIM OVERBECK




ALL TRAFFIC CONTROL WILL BE INSTALLED AND CONFORM TO THE MUTCD AND WATCH MINIMUM REQUIREMENTS

## WORK ZONE TRAFFIC CONTROL PLAN GENERAL NOTES

1. DATE/TIME: 11-28-12 FROM 09:00 HOURS TO 15:00 HOURS.
2. ALL SIGNING, STRIPING, AND TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE (CURRENT) STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) STANDARD PLANS AND STANDARD SPECIFICATIONS, CALIFORNIA MUTCD, AND ANY ADDENDUMS THERETO, AND AS SHOWN ON THESE PLANS, SYMBOLS AND ABBREVIATIONS USED ARE SHOWN ON CALTRANS STANDARD PLANS A10A&B, A20A-D, AND A24A-E.
3. THERE WILL BE NO INTERFERENCE WITH TRAFFIC SIGNALS OR CROSSWALKS.
4. CONES WILL BE 28" MINIMUM HEIGHT AND HAVE REFLECTORIZED SLEEVES FOR NIGHT WORK.
5. POLICE WILL DIRECT TRAFFIC IF NECESSARY.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TRAFFIC PLAN DRAWN BY:
ISMAEL RODRIGUEZ
Traffic control plan is drawn per MUTCD & 2009 Work Area Traffic Control Handbook


TRAFFIC CONTROL FOR:
THE OFFICE

PROJECT LOCATION:
COLORADO
FROM VINCENT TO LA RODA
CITY OF LOS ANGELES, CA

LOCATION CONTACT:
JESSICA LOEB
OFFICE # 818.347.9929

| REV# | DATE | REVISION DESCRIPTION |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

FILMLA

LAFD Activity Report

FSO Required ☐
FSO Late Notification ☐
SPOT CHECK ☒

## SCHOOLS & CHURCHES FILMING / PRODUCTION ACTIVITY LOCATION EVUALATION REPORT

NAME OF FACILITY: St Dominics Church CONTACT DATE 11/26

FILM/ CREW PRK/ BASE CAMP: 2002 Marston

PRODUCTION CO. NAME: NBC The Office

DATE(S) OF FILMING OR PRODUCTION ACTIVITY: Nov 28

TIME(S) OF FILMING OR PRODUCTION ACTIVITY:

Approval of filming or production activity location(s) are contingent upon the area(s) meeting the following criteria:

A. A walk-through inspection of all proposed filming or production activity areas is to be done a minimum of 48 business hours in advance of the proposed filming or production activity date. This walk-through inspection shall be done by a Film Unit Inspector. (LAMC 57.01.32)

1 A representative from both the school/church and the production company shall be present during walk-through.

2 The walk-through shall identify shall identify the area(s) to allow filming or production activity **without** disruption to regular operations of the school or church.

B. Proper barriers shall be established to ensure separation of children and any filming equipment, generators, apparatus, or any production activity.

C. Filming or production activity shall be confined to areas remote from students or children (separate building, vacant wing, separate floor, etc.)

D. Exiting of students and film crews shall not be co-mingled. Exits designated for students shall be for their exclusive use, no exceptions.

E. Corridors, hallways, stairways, exits, and fire protection equipment shall be maintained unobstructed at all times. (CCR Title 19, Sec 3.11 LAMC 57.33.11, 57.33.07)

F. Storage is not allowed in hallways. All equipment not in use shall be stored in vacant rooms. Equipment on "stand by" in any corridor is prohibited unless specifically approved by the Fire Department. (CCR Title 19, Sec 3.11, LAMC 57.33.11)

G. Any time the school fire alarm is activated, all members of the film company shall participate in the evacuation. (LAMC 57.111.06)

H. The overcrowding of any room is prohibited. Occupancy load requirements shall be based on the use of the room or area and the Fire Safety Officer's judgment. (LAMC 57.33.04A)

I. The attaching of lights or other items to sprinkler piping is prohibited. The blocking or covering of any sprinkler head is prohibited. (LAMC 57.138.09)

J. Cables shall be matted, flown, or positioned so as not to obstruct any exit passageway. (LAMC 57.33.11)

K. Smoking is prohibited at any time while on school grounds or inside any school building (LAMC 111.09)

L. Fire Department access shall be maintained into the school building, yards, sprinkler inlets, sprinkler shut-offs, and hydrants. The Fire Safety Officer shall arrive at the location early to ensure filming or production activity trucks are parked properly, normally as close as possible to the filming locations or production activity area (LAMC 57.111.07, 57.138.04)

Permit #F00058876-A

UNOFFICIAL

# LAFD Activity Report
## SCHOOLS/CHURCHES FILMING OR PRODUCTION ACTIVITY LOCATION
## EVALUATION REPORT - Page 2

M. Production activity shall include, but not be limited to: filming, use as Base Camp or parking, load-in, or strike.

The above list does not cover all code sections that would be applicable to schools, and does not abrogate the authority or responsibility of the Fire Safety Officer assigned to all schools/churches filming locations or production activity area

Brief description of approved location(s) and restriction(s), if deemed necessary.

**DESCRIPTION:** Shot check 28 TZ

Crew Parking

Vehicles as needed.

**ALL FILM CREW ARE REQUIRED TO WEAR VISIBLE ID AT ALL TIMES WHILE ON CAMPUS**
**ANY CREW FOUND IN AN UNAUTHORIZED AREA, WILL RESULT IN FILMING BEING STOPPED/ PERSON WILL IMMEDIATELY BE REMOVED FROM CAMPUS**

NBC The Office
St Dominics Church 9002 Norton Ct

I agree to the above conditions and accept the responsibility of ensuring that all safety requirements are adhered to.

Note: Any alterations, modifications and/or changes in stated conditions, are subject to Safety Officer's approval.

| | | |
|---|---|---|
| Locations Manager: X _____ | 310 729-2138 |
| PRINT NAME: Christen | |
| School/Church Representative: X _____ | : _____ |
| PRINT NAME: | |
| Fire Inspector: X _____ | Office Phone: **(213) 978-3675** |
| PRINT NAME: **LYNN MCKAY ROTH** | |

Wheeler

APPROVED _____ DENIED ___

LAFD (213) 978-3660
(213) 978-3612

UNION

Permit #F000588776-A

# SPECIAL FILMING CONDITIONS
# THE ARTS DISTRICT

The Special Film Conditions described below will be included in the terms and conditions of permits issued for filming in this area and are in addition to the standard terms and conditions applicable to filming permits generally. While these Special Filming Conditions will be included as terms if a permit for filming in this are is issued, they are not intended to, and do not, establish the criteria or standards for determining whether or not a particular permit(s) will be issued for this area. The decision whether or not a particular permit(s) will be issued is vested in the discretion of the appropriate City or County department or their designees (including FilmL.A.), to be exercised consistent with public health, safety and general welfare, and applicable land-use ordinances.

This is a mixed-use area that includes manufacturing facilities, warehouses, artists/artisans and residents. These Special Conditions apply to the area roughly between 1st Street and 7th Street and between Alameda Avenue and the LA River. Within the past ten years, this area has experienced an influx of permanent residents into what was predominantly a light to heavy manufacturing zone for over 75 years.

The motion picture industry has amicably co-existed with the businesses and residents of this area for decades and desires to continue to do so. These Conditions are designed to promote cooperation between film companies, local businesses and residents so that each group can effectively utilize this diverse area. Violation of any of the conditions as outlined below may result in permit revocation or other administrative action.

- Affected residents/merchants and businesses must be notified at least two days in advance of the first day of filming or the first day of any substantial set preparation for productions that:
  - Request parking restrictions on the following public streets: Traction Avenue, East 2nd Street (except Alameda Street to Garey Street), East 3rd Street, Vignes Street, Molino Street (Palmetto Street to 4th Street only)
  - Request a street closure
  - Involve any special effects, gunfire, audible playback, helicopter activity, or other disruptive activities
  - FilmL.A. or the production company shall consult a designated community representative when an applicant requests a permit with less than two days notice under the above circumstances
- Posting on more than one side of Traction Avenue, East 2nd Street (except Alameda to Garey), East 3rd Street (except Vignes to Santa Fe), Vignes Street, Molino from 4th Street to Palmetto, Hewitt from Palmetto to 4th Street, 4t Street from Colyton to Molino requires a notification to a designated person in the building where alternate parking is not provided. Posting on both sides of the above streets is allowed without signatures on Sundays.
- When "No Parking" signs are posted on both sides of Hewitt between 4th Street and Traction Avenue, Art Share (213-687-4278) and Bedlam (213-909-1512) must be notified.
- Posting for equipment and/or picture, other than the streets listed above, will be reviewed on a street by street basis and may not exceed 450 linear feet. Additional posting may be granted if there is a majority of support from affected residents/businesses/merchants, and indicated on the permit. After filming is completed, companies are requested, as a courtesy (only LADOT is to touch the posting signs), to turn all "No Parking" signs around so that they face the opposite direction.

NOT A PERMIT

- Companies must provide adequate detour and directional signage when street closures are in place, conforming as much as possible to current LADOT standards and practices. Detour routes must accommodate large, semi and tractor trailer trucks.

- The Arts District is home to many art gallery openings and live, local theater. When the following locations are directly impacted, notification is required if in conflict with a scheduled event at the Downtown Playhouse (929 E. 2nd Street 213-626-6909) and Art Share LA (801 E. 4th Place 213-687-4278).

- Productions filming near residential buildings after midnight or before 6:00am are required to notify designated representatives of the proposed activity. Contact information for building representatives will be made available on request from the community filming liaison (Jonathan Jerald 213-814-7164).

- Crew with walkie-talkies must wear headsets when filming after 12:00 am and before 6:00 am.

- Changeable Message Signs (CMS) will be required on the day(s) of filming activity that requires a full closure on the 1st, 4th and 6th Street Bridges. CalTrans/LADOT approved notification signs are sufficient and must be in place in advance of filming activity and must include the dates and times of closures.

- Cast/Crew are not permitted to park on the area streets. Off-street parking must be provided for personal vehicles.

- Generators are to be placed as far away from residential buildings as possible. Placement will be considered on a case-by-case basis.

- Production companies are required to completely remove all trash, food, cardboard boxes, etc. from the general vicinity at the end of each filming day. Production companies will be held responsible for the actions of the catering companies they employ to provide food for the cast and crew.

- Food should not be given directly to the homeless persons in the area. Production companies wishing to help the homeless should do so though one of the service providers in the downtown area.

- FilmL.A will monitor frequency and look for ways to mitigate the impacts of filming prior to placing a location off limits.

- Unless a signature survey is completed, the west side of Mateo Street between 4th Place and Palmetto Street must be kept clear of equipment, vehicles, condors and lights. This area, however, may be used for camera placement between the hours of 7:00 am and 10:00 pm only.

- When filming take place after 10:00 pm or before 7:00 am, generators are to be placed as far as possible away from residential buildings and lights are to be screened to avoid disturbing nearby residents.

- The Molino Loft buildings (500 and 530 Molino Street) and Marc Free should be notified (310-871-2652) for filming activity or parking restrictions along 4th Place between Molino and Mateo [the curve].

NOT A PERMIT

- Due to the mixed use nature of the neighborhood, productions wishing to utilize space along the west side of Santa Fe Ave. between 2nd and 3rd Streets and the north side of 3rd Street from Santa Fe Avenue to west 100 feet must obtain a signature from Valerie Mitchell or designated representative (213-687-3987).

- Frequent filming in the area of Vignes and 2nd Streets along with the high demand for parking in the area requires that posted "No Parking" on Vignes Street between 1st Street and 2nd Street shall be limited to no more than 200 feet, unless alternate parking or notification are provided to a designated representative from the building.

- The area near 3rd and Traction Avenue is home to many small businesses that have greatly helped to develop the area. In order to be sensitive to these businesses it is necessary for production companies to obtain signatures from the following businesses when there are filming activities or parking on the 700 block of 3rd Street between Traction Avenue and Hewitt Street: Zip Fusion- Jason Ha (744 E. 3rd Street, 213-680-3770); Lakich Studio-Lily Lakich (704 Traction Avenue, 213-620-8641); Ay Carrumba (714 Traction Avenue, 213-620-0274); Wurstkuche Sausage Grill- Joseph Petruzulli (800 E 3rd St, 213-667-4444); Blue Dahlia (738 E 3rd St, 213 613-0621)

- Outdoor food preparation using charcoal or gas grills must be at least 100 feet away from any residential building.

NOT A PERMIT